

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

<http://www.orport.ang.af.mil>

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:		AF06-503	OPEN DATE:	21 OCT 05	CLOSING DATE:	21 NOV 05
UNIT/LOCATION:		173RD FIGHTER WING, KINGSLEY FIELD, KLAMATH FALLS, OREGON				
POSITION:		FACILITY MANAGER				
PD #:	GRADE/SERIES:	MAX MILITARY RANK AT TIME OF HIRE: SMSGT / E-8 SELECTION/PROMOTION TO THE GRADE OF SMSGT IS SUBJECT TO THE AVAILABILITY OF CONTROL GRADE. MAX PROMOTIONAL POTENTIAL BASED ON CIVILIAN GRADE COMPARABILITY: CMSGT / E-9 (PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING DOCUMENT)				
55670	GS-1640-10					
AFSC / MINIMUM ASVAB SCORE REQUIRED: 3EXXX / SEE AFMAN 36-2108 FOR MINIMUM ASVAB SCORES For additional information about ASVAB scores, reference the "Additional Information" section in this announcement.						
WHO MAY APPLY FOR THIS POSITION: THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD <u>ONLY</u>						
AREA OF CONSIDERATION: FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD SECOND AREA: ALL MEMBERS OF THE OREGON AIR NATIONAL GUARD						
FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL: SHOP/SECTION POC: CMSGT MOFFATT, 541-885-6388, DSN 830-6388 UNIT HR LIAISON: TSgt LOVELL, 541-885-6580, DSN 830-6580						

DESCRIPTION OF DUTIES

This position is located in the Base Civil Engineering activity. Its primary purpose is to provide maintenance and repair programs planning, financial plan and control, and facility requirements planning for assigned real property facilities. Is responsible for the sustained reliability of real estate facilities in support of ANG organizations, achieved by the establishment and execution of operation and maintenance programs. Executes a program of planned inspections to identify facility work requirements which are normally beyond the building manager's capability or expertise. Serves as Civil Engineering's funds manager. Develops and exercises emergency contingency plans necessary to sustain mission essential activities in the event of failure or interruption of primary systems.

Applications must be submitted in accordance with instructions on this announcement.

***** Please read this announcement completely *****

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES (KSAS):

QUALIFICATIONS REQUIRED of Technicians:

General Experience – Experience, education, or training which provided a knowledge of practices and procedures related to property management; general maintenance systems, materials requirements, and scheduling procedures.

Specialized Experience for Technicians - Applicants must have **24 months** experience in positions which demonstrate the following knowledge, skills, and abilities (KSAs):

1. Knowledge of the capabilities, requirements and operating principles of various facility management and building operation fields.
2. Skill in dealing with representatives of other agencies, contractors and suppliers in the private sector.
3. Ability to communicate effectively both orally and in writing to superiors, customers, peers and subordinates.
4. Knowledge of established policies, procedures, and regulations regarding occupational safety and health, security, and fire prevention programs.
5. Ability to budget and account for multiple funding programs simultaneously.

In addressing each KSA you should describe accurately and completely the tasks, activities, education, and experience that demonstrate your possession of the KSAs listed above. Also, give the percentage of time or number of months you performed the KSA. Include all military experience (Active duty and Reserve Component), qualifications or training in AFSC or MOS related to the position. Active military and National Guard experience is important when evaluating applications for Excepted Service positions. Be specific as to the AFSC(s) you possess and months experience performing duties in it. Mere possession of an AFSC is not necessarily qualifying experience, months of actual experience is the qualifying factor. A combination of education and experience is authorized as noted in substitution of education for experience. Take your time and prepare a proper application.

Substitution of Education for Specialized Experience: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours of 12 months of experience. The education must have been in fields directly related to the type of work of the position. **Please specify if you are substituting education for experience, and identify the courses you are using for substitution.**

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit she/he is hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in ANGI 10-248, Air National Guard Fitness Program to be eligible for entry into the AGR program.

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tours in the State of Oregon will not exceed 20 years without approval from The Adjutant General.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

APPLICATION INSTRUCTIONS

***Applications must be submitted in accordance with instructions on this announcement.
Incomplete applications will not be processed.***

Current AGR members and those who wish to become an AGR must submit the following:

- ☐ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- ☐ Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In Lieu of a RIP, individuals must provide a detailed summary of military service. (8 ½ x 11 sheet of paper will suffice). *Documents must show your ASVAB scores.*
- ☐ Copy of current physical fitness assessment.

AGR applicants are not required to answer the Knowledge, Skills, and Abilities (KSAs).

For Air Technicians interested in converting to AGR status: Selection for the advertised position does not constitute acceptance into the AGR program. Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section. The AGR Manager will evaluate the request against The Adjutant General's state policy to ensure compliance. The Adjutant General is the final approving authority.

Current Technicians who wish to remain in Technician status must submit the following:

- ☐ Optional Form 612, Application for Federal Employment, or a detailed Resume or Standard Form 171/172.
- ☐ Technicians must answer the Knowledge, Skills, and Abilities (KSAs) and explain their experience in relation to the KSAs.

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

MAIL APPLICATIONS TO:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

***THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS***